

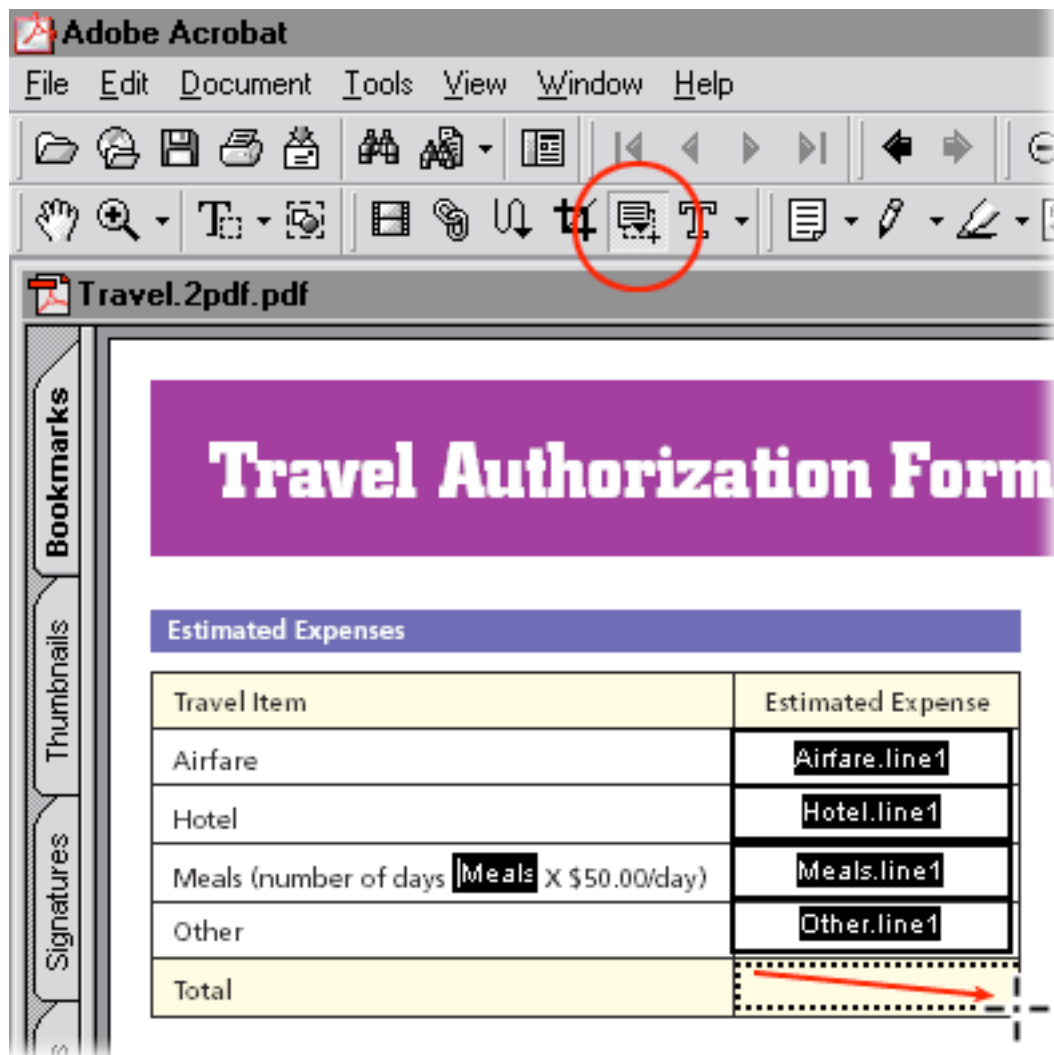
## Tutorials

### Build a PDF form that thinks for itself

With [Adobe® Acrobat®](#) you can instantly deliver forms anywhere the Internet reaches. You can even create PDF forms that automate data entry. Follow along as we show you how to build a form field that validates numeric entries, formats the way numbers are displayed, and performs mathematic calculations.

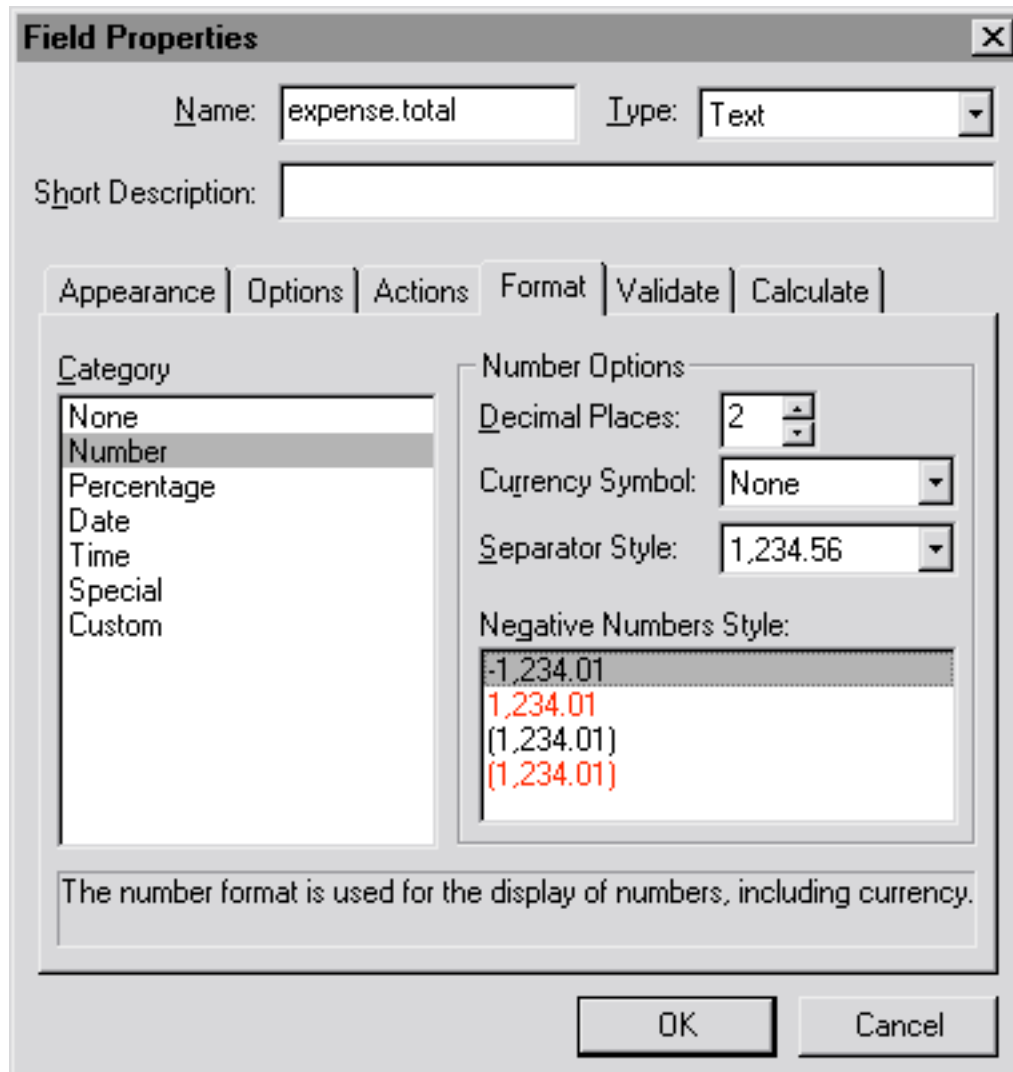
#### 1. Define a form field.

Open a PDF document in Acrobat. Select the form tool from the toolbar and drag the cursor to create a form field. This opens the Field Properties dialog box. Fill in the name of the field and select Text from the Type pop-up menu.



## 2. Select the format.

Select the Format tab in the Field Properties dialog box and specify a format for the data in the field.



The image shows the 'Field Properties' dialog box with the 'Format' tab selected. The 'Name' field contains 'expense.total' and the 'Type' dropdown is set to 'Text'. The 'Short Description' field is empty. The 'Format' tab is active, showing a 'Category' list with 'Number' selected. The 'Number Options' section includes 'Decimal Places' set to 2, 'Currency Symbol' set to 'None', and 'Separator Style' set to '1,234.56'. The 'Negative Numbers Style' section shows a list of options: '-1,234.01', '1,234.01', '(1,234.01)', and '(1,234.01)'. A note at the bottom states: 'The number format is used for the display of numbers, including currency.' The 'OK' and 'Cancel' buttons are at the bottom right.

**Field Properties**

Name:  Type:

Short Description:

Appearance | Options | Actions | **Format** | Validate | Calculate

Category

- None
- Number**
- Percentage
- Date
- Time
- Special
- Custom

Number Options

Decimal Places:

Currency Symbol:

Separator Style:

Negative Numbers Style:

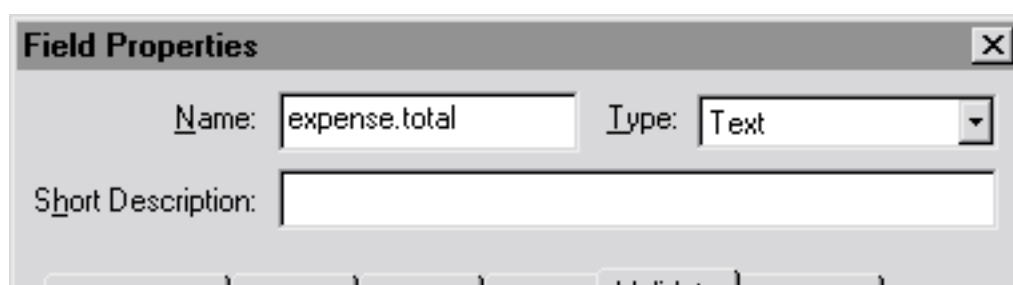
- 1,234.01
- 1,234.01
- (1,234.01)
- (1,234.01)

The number format is used for the display of numbers, including currency.

OK Cancel

## 3. Validate numeric entries.

Click the Validate tab. Here, you can choose to restrict numeric entries to a specific range, or use custom JavaScripts to define other types of data validation. In this example, we restricted the field entry to a value greater than or equal to 0, and less than or equal to 999999.



The image shows the 'Field Properties' dialog box with the 'Validate' tab selected. The 'Name' field contains 'expense.total' and the 'Type' dropdown is set to 'Text'. The 'Short Description' field is empty. The 'Validate' tab is active, showing a 'Validation' section with a 'Rule' dropdown set to 'Greater Than or Equal To' and a 'Value' field containing '0'. The 'Validation' section also includes a 'Message' field and a 'Show Message' checkbox. The 'OK' and 'Cancel' buttons are at the bottom right.

**Field Properties**

Name:  Type:

Short Description:

Appearance | Options | Actions | **Validate** | Calculate

Validation

Rule:

Value:

Message:

☐ Show Message

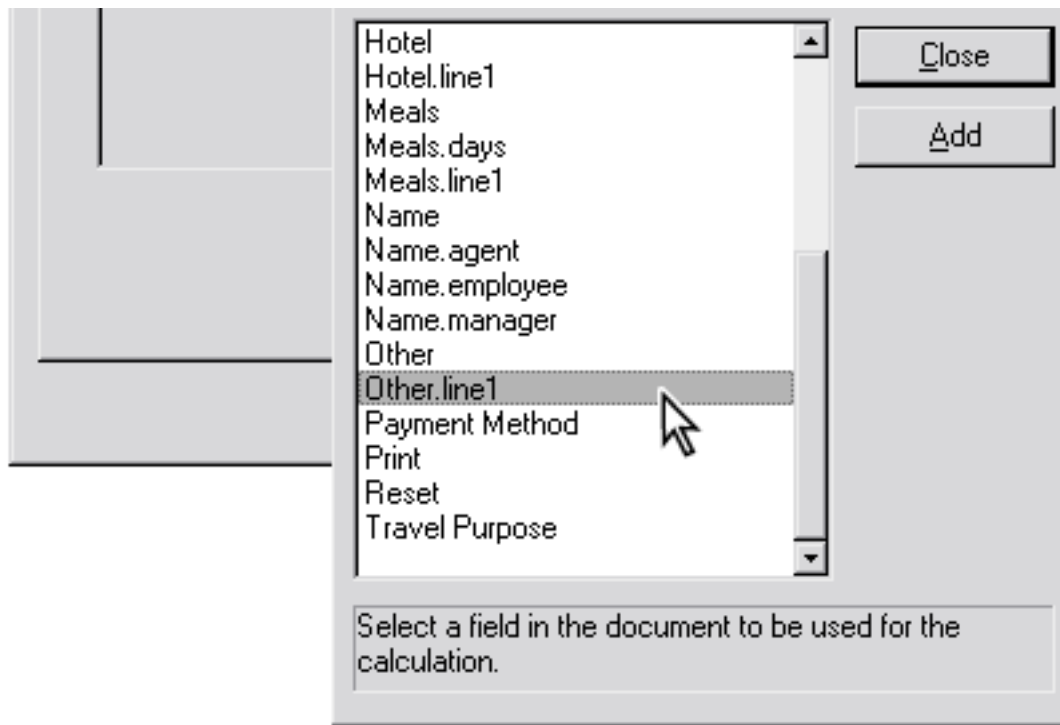
OK Cancel

The screenshot shows a dialog box with tabs: Appearance, Options, Actions, Format, Validate, and Calculate. The 'Validate' tab is active. It contains three radio button options: 'Value is not validated.', 'Value must be greater than or equal to' (selected), and 'Custom validate script:'. The 'Value must be greater than or equal to' option has two input fields: the first contains '0' and the second contains '999999'. Below these is a large empty text area and an 'Edit...' button. At the bottom are 'OK' and 'Cancel' buttons.

#### 4. Set up automatic calculation.

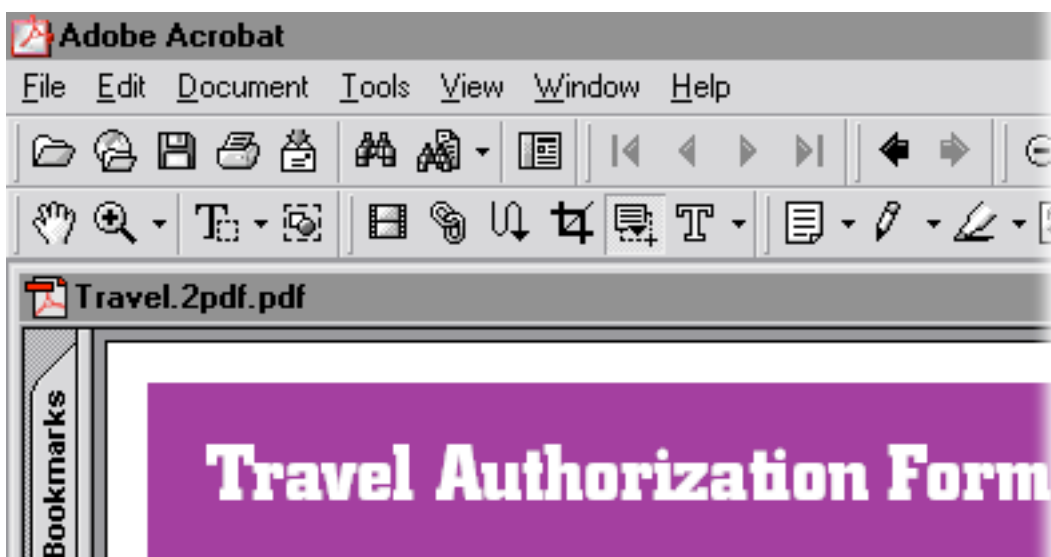
Select the Calculate tab. Here, you can define a field that performs simple or complex mathematical operations. For a simple calculation, select the Value Is option and choose an operation from the pop-up menu. Click the Pick button to open the Select a Field dialog box. Select each field you want to add to the calculation list and then click the Add button in Windows® or the Pick button in Mac OS. Now the field will calculate data automatically.

The screenshot shows the 'Field Properties' dialog box with the 'Calculate' tab selected. The 'Name' field contains 'expense.total' and the 'Type' dropdown is set to 'Text'. The 'Short Description' field is empty. Below the tabs, there are three radio button options: 'Value is not calculated.', 'Value is the' (selected), and 'Custom calculation:'. The 'Value is the' option has a dropdown menu showing 'sum (+)' and the text 'of the following fields:'. Below this is a text box containing '"Airfare.line1", "Hotel.line1", "Meals.line1", "Other.line1"' and a 'Pick...' button. At the bottom, the 'Custom calculation' option is partially visible, and a 'Select a Field' dialog box is open over it.



### 5. Activate and test the form fields.

Before saving the form, select the hand tool from the toolbar to activate all the form fields and make them ready for information entry. Test the form by entering numbers and verifying the calculation. Whenever you want to create a form that handles mathematics automatically, open the Field Properties dialog box and explore the options in the Format, Validate, and Calculation tabs—but those tabs are only available for Text and Combo field types. With PDF, you can instantly deliver forms anywhere the Internet reaches. You can even make those forms add up expenses, track time, or perform other calculations.





Estimated Expenses	
Travel Item	Estimated Expense
Airfare	600.00
Hotel	500.00
Meals (number of days <input type="text" value="3"/> X \$50.00/day)	150.00
Other	
Total	1,250.00

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